

Office of the Managing Director

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OFFICE OF THE MANAGING DIRECTOR (MDO)

RESPONSIBILITIES

As the principal management aide to the Mayor, the Managing Director supervises and evaluates the management and performance of all line executive departments and agencies and prescribes standards of administrative practice to be followed.

GOALS AND OBJECTIVES

1. The Managing Director performs all duties and functions required by the City Charter and assist the Mayor in maintaining the highest level of municipal government services.
2. Provides opportunities to interested parties to expand existing business, develop local and export markets and create new businesses through the Office of Economic Development.
3. Coordinates the implementation of goals and objectives for Waikiki through the Office of Waikiki Development.

BUDGET INITIATIVES AND HIGHLIGHTS

The Managing Director's Office consists of the City Management Program and the Culture and Arts Program. Included in the City Management Program is the Office of Economic Development (OED) which is charged with the responsibility for citywide economic promotion, tourism promotion, and Waikiki Development

The fiscal year 2004 budget for the administrative portion of the City Management Program totals \$843,604 which reflects a 0.4 percent decrease from the current fiscal year. Funds are being proposed to continue a contract Executive Assistant I position to sustain citywide energy conservation efforts.

The remaining funding in the City Management Program is earmarked for the Office of Economic Development (OED). Its proposed budget of \$1,323,052 in general funds reflects a 16.5 percent decrease from the current fiscal year.

The Culture and Arts Program's proposed budget of \$650,372 is 6.6 percent lower than the current fiscal year.

The proposed funding for the Office of Economic Development and the Culture and Arts Program is consistent with the Mayor's commitment to invest 10 percent of the City's Transient Accommodations Tax (TAT) receipts in environmental and cultural enhancement programs.

MANAGING DIRECTOR

DEPARTMENT POSITIONS

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|---------------------|-------------------|-------------------|---------------------------|------------------|--------------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| Permanent Positions | 32.00 | 32.00 | 32.00 | 0.00 | 32.00 |
| Temporary Positions | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Contract Positions | 4.00 | 4.00 | 5.00 | 0.00 | 5.00 |
| TOTAL | 37.00 | 37.00 | 38.00 | 0.00 | 38.00 |

EXPENDITURES BY APPROPRIATION UNIT

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|----------------------|---------------------|---------------------|---------------------------|------------------|---------------------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| City Management | \$ 2,462,980 | \$ 3,032,948 | \$ 2,166,656 | \$ 0 | \$ 2,166,656 |
| Culture and the Arts | 625,884 | 696,268 | 650,372 | 0 | 650,372 |
| TOTAL | \$ 3,088,864 | \$ 3,729,216 | \$ 2,817,028 | \$ 0 | \$ 2,817,028 |

CHARACTER OF EXPENDITURES

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|--------------------|---------------------|---------------------|---------------------------|------------------|---------------------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| Salaries and Wages | \$ 401,930 | \$ 1,593,516 | \$ 1,564,328 | \$ 0 | \$ 1,564,328 |
| Current Expenses | 2,677,217 | 2,135,700 | 1,252,700 | 0 | 1,252,700 |
| Equipment | 9,717 | 0 | 0 | 0 | 0 |
| TOTAL | \$ 3,088,864 | \$ 3,729,216 | \$ 2,817,028 | \$ 0 | \$ 2,817,028 |

SOURCE OF FUNDS

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|----------------------------|---------------------|---------------------|---------------------------|------------------|---------------------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| General Fund | \$ 3,029,013 | \$ 3,129,216 | \$ 2,817,028 | \$ 0 | \$ 2,817,028 |
| Community Development Fund | 59,851 | 0 | 0 | 0 | 0 |
| Special Projects Fund | 0 | 600,000 | 0 | 0 | 0 |
| TOTAL | \$ 3,088,864 | \$ 3,729,216 | \$ 2,817,028 | \$ 0 | \$ 2,817,028 |

MANAGING DIRECTOR City Management Program

Program Description

This activity provides funds for the principal management aide to the Mayor. It manages and coordinates the activities of all executive agencies.

Program Positions

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|---------------------|-------------------|-------------------|---------------------------|------------------|-------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| Permanent Positions | 27.00 | 27.00 | 27.00 | 0.00 | 27.00 |
| Temporary Positions | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Contract Positions | 1.00 | 1.00 | 3.00 | 0.00 | 3.00 |
| TOTAL | 29.00 | 29.00 | 31.00 | 0.00 | 31.00 |

Character of Expenditures

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|--------------------|-------------------|-------------------|---------------------------|------------------|--------------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| Salaries and Wages | \$ 160,719 | \$ 1,323,448 | \$ 1,330,156 | \$ 0 | \$ 1,330,156 |
| Current Expenses | 2,292,544 | 1,709,500 | 836,500 | 0 | 836,500 |
| Equipment | 9,717 | 0 | 0 | 0 | 0 |
| TOTAL | \$ 2,462,980 | \$ 3,032,948 | \$ 2,166,656 | \$ 0 | \$ 2,166,656 |

Source of Funds

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|----------------------------|-------------------|-------------------|---------------------------|------------------|--------------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| General Fund | \$ 2,403,129 | \$ 2,432,948 | \$ 2,166,656 | \$ 0 | \$ 2,166,656 |
| Community Development Fund | 59,851 | 0 | 0 | 0 | 0 |
| Special Projects Fund | 0 | 600,000 | 0 | 0 | 0 |
| TOTAL | \$ 2,462,980 | \$ 3,032,948 | \$ 2,166,656 | \$ 0 | \$ 2,166,656 |

**MANAGING DIRECTOR
Culture and the Arts Program**

Program Description

This activity enriches the quality of life of City residents by presenting the traditional arts, crafts, skills, customs and lores of cultural and artistic value.

Program Positions

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|---------------------|-------------------|-------------------|---------------------------|------------------|-------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| Permanent Positions | 5.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Temporary Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contract Positions | 3.00 | 3.00 | 2.00 | 0.00 | 2.00 |
| TOTAL | 8.00 | 8.00 | 7.00 | 0.00 | 7.00 |

Character of Expenditures

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|--------------------|-------------------|-------------------|---------------------------|------------------|------------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| Salaries and Wages | \$ 241,211 | \$ 270,068 | \$ 234,172 | \$ 0 | \$ 234,172 |
| Current Expenses | 384,673 | 426,200 | 416,200 | 0 | 416,200 |
| Equipment | 0 | 0 | 0 | 0 | 0 |
| TOTAL | \$ 625,884 | \$ 696,268 | \$ 650,372 | \$ 0 | \$ 650,372 |

Source of Funds

| | ACTUAL FY 2002 | BUDGET FY 2003 | PROPOSED FISCAL YEAR 2004 | | |
|--------------|-------------------|-------------------|---------------------------|------------------|------------|
| | | | CURRENT SERVICES | BUDGET ISSUES | TOTAL |
| General Fund | \$ 625,884 | \$ 696,268 | \$ 650,372 | \$ 0 | \$ 650,372 |
| TOTAL | \$ 625,884 | \$ 696,268 | \$ 650,372 | \$ 0 | \$ 650,372 |